

	<b>Policy on Non-SourceAmerica Employee Travelers</b>	<b>Document No.:</b> USFI1-3008
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Accounting	Controller	
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## **1. Purpose**

The purpose of this policy is to communicate responsibilities and guidelines for reimbursement for reasonable and necessary business travel expenses incurred while conducting official SourceAmerica business.

## **2. Scope**

This policy applies to all non-SourceAmerica staff (hereinafter referred to as the “traveler(s)”) who travel without a per diem arrangement (specified in contracts for some consultants) and SourceAmerica employees approving these expenses.

## **3. Definitions**

**CEO:** Chief Executive Officer

**COO:** Chief Operating Officer

**VP:** Vice President

**IRS:** Internal Revenue Service

## **4. Policy**

It is SourceAmerica’s policy to reimburse travelers for all reasonable and necessary business-related transportation, lodging, meal, telephone, and other expenses incurred while conducting official SourceAmerica business. Submissions should comply with the guidelines below and only the CEO, COO, CFO or Financial Controller can approve a waiver, based on an adequate business case.

Failure to comply with this policy and its requirements and/or falsifying reimbursement requests may result in the denial of any or all expense reimbursement or termination of SourceAmerica sponsored travel.

### ***4.1 Responsibilities***

Travelers are responsible to comply with this policy and submit expense reimbursement requests timely.

It is the responsibility of the SourceAmerica Point of Contact (POC) or SourceAmerica expense approver for consultants to ensure that the individual has a copy of the SourceAmerica travel reimbursement form and a basic understanding of how to complete the expense reimbursement form. SourceAmerica expense approvers are responsible to understand the nature of travel or business expenditures made on behalf of SourceAmerica and ensure their compliance with SourceAmerica’s travel and expense policies.

### ***4.2 Timeline for Submission***

Expense reports, accompanied by required receipts for all expenditures in excess of \$50, should be completed and submitted via standard process for reimbursement within 45 days of completing the trip; expense reports submitted within 45 to 90 days will be reimbursed only for documented airfare, hotel, train and car rental expenses. Expenses submitted more than 90 days after the completion of a trip are not reimbursable.

### ***4.3 Guidelines for SourceAmerica Business Travel***

While it is not expected that travelers subject themselves to unreasonable cost-saving measures, it is also not expected that travelers indulge in excess and extravagance while conducting official SourceAmerica business. All business expenses, including length of travel and selection of hotels and other vendors, should be consistent with SourceAmerica’s values. Travelers should consult with the SourceAmerica point of

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contact on the appropriate selections. In all cases, when unallowable expenses have been incurred, a cost for the comparable allowable expense may be submitted.

#### **4.4 Airport Parking**

Generally, long-term or satellite parking should be used for longer trips and receipts from the lot are required. Reimbursement will not be provided for airport valet parking or parking in airport hourly lots when a traveler is traveling and intends to leave the car overnight, however a traveler is eligible for reimbursement at levels equal to longer term parking.

#### **4.5 Excess Baggage Fees**

Domestic airline requirements limit bag weight per bag and may limit the number of bags. In light of the associated charge for excess weight or excess baggage travelers should make every effort to ship materials, versus pack them. Additionally, when travel is for 3 days or less, travelers are not authorized to charge SourceAmerica for excess baggage fees without a clear business reason.

#### **4.6 Airfare**

Travelers must submit a receipt from the airline detailing the expense. For multi-leg travel which contains a portion for SourceAmerica, the expenses submitted must be clearly documented: SourceAmerica will not pay more than the costs associated (or comparable costs) with the SourceAmerica travel.

Coach class is the standard means of travel for out-of-town trips. If business or first-class service is selected, SourceAmerica will only reimburse up to the coach fare for the comparable flight. Appropriate supporting documentation of the comparable coach airfare costs must be included to support the airfare being charged to SourceAmerica. Medical exceptions or other accommodations regarding the use of fee upgrades from coach class airfare must be approved in advance by the SourceAmerica manager or SourceAmerica VP associated with the event or contract. Use of flight internet is reimbursable when used for SourceAmerica business purposes.

#### **4.7 Non-Refundable Airfare**

Non-refundable tickets offer a substantial discount and should be used. Unused non-refundable tickets should be used for credit on future SourceAmerica business travel if reimbursed by SourceAmerica. If unused tickets are valued at less than the processing fee for re-issuance (usually \$150-\$200), the non-refundable ticket does not need to be reissued but instead be expensed with this situation noted on the expense form.

#### **4.8 Ground Transportation**

Authorized travel should normally be accomplished by public transportation. Cab expenses should be supported by a receipt from a taxi company or a credit card receipt. Use of a limo or sedan service is not allowed unless the cost is comparable to a taxi or no other ground transportation is available.

#### **4.9 Personal Vehicle**

When use of a personal automobile is the best method of travel, travelers are reimbursed based on SourceAmerica's current mileage rate, which typically follows the rate approved by the IRS. In most cases, costs resulting from the use of a personal automobile are not reimbursed in excess of 14-day advance coach class fares or rental car rates for a comparable rental.

Travelers who use personal automobiles for business use must maintain automobile insurance with customary limits. If a traveler has an accident while using a personal automobile while conducting official SourceAmerica business and a claim for auto repair is required, the traveler must submit the incident to his or her personal insurance company. In these instances, the traveler is responsible for any deductible on his or her own policy.

#### **4.10 Car Rental**

SourceAmerica discourages the use of rental cars for travelers for training or meetings, and approval should be provided in advance of the trip. If the use of a rental car is pre-approved by the SourceAmerica manager or SourceAmerica VP associated with the event, the following reimbursement guidelines must be followed.

The rental car agreement plus charge/credit card receipt or other proof of payment must be attached to the expense report. If renting a vehicle involves personal usage, the car rental and fuel expenses must be prorated.

Generally, SourceAmerica does not reimburse for rental car company re-fueling charges or pre-paid fuel, as well as for additional (premium) options such as GPS, car class upgrade (above mid-size/standard) etc.

SourceAmerica does not reimburse for rental car insurance for consultants / trainers / speakers who receive payment for their services. For unpaid volunteers, SourceAmerica generally would not reimburse for rental car insurance unless the volunteer receives advance written approval from the SourceAmerica manager or VP associated with the event.

#### **4.11 Hotel**

The detailed hotel folio, travel agency reservation and credit card receipt, or other proof of payment such as an itinerary stating "Hotel Purchase" should be attached to the expense request. Use of hotel internet and phone services is reimbursable when used for SourceAmerica business purposes.

#### **4.12 Extended Travel**

Unusual, reasonable expenses such as laundering clothing, weekend hotel stay, etc., when pre-approved and documented by receipts, may be submitted for reimbursement when travelers are out of town on SourceAmerica business travel for a period of 5 or more consecutive days.

#### **4.13 Meals and Food Items**

SourceAmerica will reimburse up to \$45 per meal with a maximum of \$75 per day per person, including taxi, taxes, tips and other associated expenses. For meal totals which exceed \$50.00, a vendor provided receipt detailing the items ordered is required. In the case of a group meal where average cost per person (including tax and tip) is \$50 or less per person, a proof of payment and names of attendees will suffice. Since SourceAmerica does not pay for alcohol for individual meals, travelers must detail the deduction of alcohol and all associated taxes, tips, and other costs from the meal total.

SourceAmerica allows meal reimbursement via Per Diem following GSA with the daily allowable amount based on destination city. Traveler must include a screen shot (showing the destination city and rate) from the GSA website <http://www.gsa.gov/perdiem>, as a supporting documentation when completing an expense request. Areas not covered by GSA will follow DoD's OCONUS rates found here: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. If requesting per diem, must apply to entire trip for individual travelers.

#### **4.14 Tips & Gratuities**

Tips in excess of 20% are generally not reimbursable. This does not apply to hotel mandated service charges and free or discounted services which are reimbursable.

#### **4.15 Receipts and Documentation Required**

Scanned receipts for all expenditures in excess of \$50 must be attached to travel expense reimbursement submissions. Handwritten receipts are generally not acceptable except in certain instances, including taxicab fares, tolls, or parking lots.

#### **4.16 Not Reimbursable**

**Examples of expenses that are not reimbursable include but are not limited to the following:**

- items precluded by the Lobbying Disclosure Act as amended by HLOGA
- entertainment, including movies, magazines, and alcoholic beverages, etc.,
- gifts and souvenirs,
- baby or pet sitters,
- rental car for personal use,
- charges for extra meals or nights at the hotel when combining business and personal travel,
- reward program charges (frequent flier program etc.),
- any type of Insurance (cancellation, flight, hotel, car, medical etc.)

#### **4.17 Travel Expense Reports**

SourceAmerica travel reimbursement for travelers must follow the non-employee travel procedures and should use the SourceAmerica travel expense form for non-employees (see Reference Documents, below).

## 5. Revision History

Revision History				
Version	Version Date	DCO No.	Description of Change	Author
A	09/02/08	183	DCO 183, Initial Release. This revises and updates a previous policy document that was not controlled.	E. Goodman
B	07/23/09	335	DCO 335, Minor edits to incorporate non travel related administrative expenses	E. Goodman
C	05/02/11	473	Minor edits to clarify rental car re-fueling charge, rental car insurance reimbursement and meal per diem reimbursement	R. Carey
-	06/17/13	-	Minor edits to bring the policy in line with the Employee Travel policy and name change to SourceAmerica	S. Sadirkhanov
D	05/18/21	5213	Added Controlled as authorized exceptions. Updated receipt requirements. Revised format	AP Manager
E	08/21/22	5389	Section 4.2 - Corrected receipt requirement to \$50 to be consistent with section 4.15; Section 4.6 - added flight internet reimbursable; Section 4.16 - included travel insurance as non reimbursable; Section 4.11 – Added internet reimbursable at hotel; Section 4.13 - removed "Expenses in excess of \$50 will not be reimbursed without a receipt. ' as redundant to the following sentence. Add per diem as reimbursable option.	AP Manager

## 6. Reference Documents

Reference Documents	
Document Number	Document Title
USFI4-3009	Travel Expense Statement for Non-Employee